

The District of Columbia Government
Residency Preference for Employment

(Attach to Employment Application)

NOTICE: This form is to be filled out and submitted with each application for a position in the Career Service or the Management Supervisory Service. Preference, if applicable, will not be granted unless this form is completed and received at the time of application.

Name: _____ Social Security No.: _____
(Print—Last Name, First Name, Middle Initial)

Position Applied for: _____ Vacancy Announcement No.: _____
(Print)

CHECK ONLY ONE OF THE FOLLOWING STATEMENTS

I.

- ☐ I, the undersigned, am currently a District government employee whose service began on or before December 31, 1979 and has been continuous since that date. I understand that I will not be required to submit proof of, establish or maintain residency as a result of receiving preference.

II.

- ☐ I, the undersigned, am a former employee of the U.S. Department of Health and Human Services at St. Elizabeth's Hospital who accepted employment with the District government, without a break in service, effective October 1, 1987. My service with the District government has been continuous since that date. I understand that I will not be required to submit proof of, establish or maintain residency as a result of receiving preference.

III.

- ☐ I, the undersigned, am not a bona fide District resident and I understand that I am not entitled to claim a residency preference.

IV.

- ☐ I, the undersigned, am a bona fide District resident and I do NOT claim a residency preference.

V.

- ☐ I, the undersigned, am a bona fide resident of the District of Columbia and claim a residency preference in applying for the position indicated above. My current address is _____

I understand that, if selected for this position, I will be required to submit proof of bona fide District residency and to maintain bona fide District residency for a period of five consecutive years from the date of appointment or promotion.

FOR OFFICIAL USE ONLY

- ☐ Preference Applied
- ☐ Preference Not Applied—State Reason

Personnel Office Representative

Applicant's Signature

Date (Month, Day, Year)

(SEE OVER)

FACTS ON RESIDENCY PREFERENCE

- An applicant for District of Columbia government employment in the Career Service or the Management Supervisory Service who is a bona fide resident of the District AT THE TIME OF APPLICATION may claim a hiring preference over a non-resident applicant.
- An employee who applies for a competitive promotion in the Career Service or the Management Supervisory Service and who is a bona fide resident of the District may claim a residency preference AT THE TIME OF APPLICATION.
- Residency preference is to be claimed by completing the front of this form and submitting it with the employment application.
- A bona fide District resident who does NOT claim a residency preference at the time of application, if found to be qualified, will be rated and ranked but will NOT receive any preference in the appointment. If selected, the individual is not required to maintain District residency.
- Residency preference will be afforded as follows:
 - Five points will be added to the rating and ranking score of each qualified applicant who claims a hiring preference upon application for employment in the Career Service or the Management Supervisory Service.
 - Except for promotional examinations (*e.g.*, police officers, firefighters, and correctional officers), five points will be added to the rating and ranking score of each employee who claims or is entitled to preference upon application for a competitive promotion in the Career Service or the Management Supervisory Service, only when there is at least one qualified outside applicant for the position who claims a hiring preference.
 - Preference candidates, including those who do not receive preference points, will be selected ahead of equally qualified non-preference candidates.
- A person who claims a residency preference and is selected for the position must agree in writing no later than the date of appointment to maintain residency for a period of five consecutive years from the effective date of his or her appointment. Failure to maintain bona fide District residency will result in forfeiture of employment.
- The requirement to maintain bona fide District residency is applicable ONLY to applicants and employees who claim a residency preference and are selected for a position in the Career Service or the Management Supervisory Service.
- Any person who was employed by the District of Columbia government on December 31, 1979, and who is still employed by the District of Columbia government without having had a break in service of one workday or more since that date or, pursuant to the provisions of Public Law 98-621, any former employee of the U.S. Department of Health and Human Services at St. Elizabeth's Hospital who accepted employment with the District government without a break in service effective October 1, 1987, will be granted a residency preference upon application for a COMPETITIVE promotion in the Career Service or the Management Supervisory Service if at least one qualified applicant for the position has claimed a residency preference. If selected, the employee is not required to establish or maintain District residency.
- An employee who is under a five-year residency requirement and who claims a residency preference in applying for a competitive promotion in the Career Service or the Management Supervisory Service, and is selected, will be required to begin a new five-year residency requirement effective with the date of the new appointment.